

BACHELOR'S SOCIAL WORK LICENSING GUIDE

LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain licensure)

APPLICATION AND FEES

- ☐ Online Application for a Bachelor's Social Work License - Complete all fields, answer all questions, and upload any supporting documentation.
- ☐ Online application must be completed by visiting www.michigan.gov/miplus.
- ☐ Application Fee + 3 year license fee (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card):

Bachelor's Social Work (exam and endorsement) – \$43.20
Bachelor's Social Work Relicensure – \$63.20

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS (EXCEPT RENEWAL)

- ☐ Criminal Background Check – Once the application is received, you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check (except those applicants seeking relicensure, if the license expired within the last three years.)
- ☐ Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest, and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking a license.
- ☐ Human Trafficking – Beginning December 22, 2021, individuals seeking licensure must have completed training in identifying victims of human trafficking that meets the standards in Administrative Rule 338.2929 prior to being issued a license. The training must only be completed one time.
- ☐ Implicit Bias – Beginning June 1, 2022, individuals seeking licensure must have completed at least 2 hours of implicit bias training within the five years immediately preceding issuance of the license or registration.
- ☐ Social Security Number – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining an SSN or do not have an SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- ☐ Verification of Licensure – Verification of licensure must be sent directly to our office by the licensing agency of any state or province of Canada in which you hold or ever held a license as a bachelor's social worker. Verification includes, but is not limited to, showing proof that the applicant's license is

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in good standing and, if applicable, the record of any disciplinary action taken or pending against the applicant. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909.

- ☐ English Language Proficiency – An individual applying for licensure must demonstrate a working knowledge of the English language. This can be established if either the applicant's required health professional educational program was taught in English, a transcript establishes the applicant earned not less than 60 college level credits from an English-speaking graduate or undergraduate school, or that the applicant obtained a passing score on an approved English proficiency exam as established by the department under [R 338.7002b\(2\)](#) of the Public Health Code – General Rules.

REQUIREMENTS FOR LICENSURE BY EXAMINATION

- ☐ Professional Education – Name of school attended, and name of educational program completed.
- ☐ Final, Official Transcripts – Transcripts must be submitted directly to our office from the school attended and meet the standards set forth by the Board. Transcripts can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
 - If the educational program was not taught in the US or Canada, please submit a credential evaluation from the Council on Social Work Education (CSWE). Credential evaluations can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- ☐ Submit the Supervisor's Verification of Social Work Experience Form to show proof of supervised hours completed for appropriate level licensure. This form can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing, PO Box 30670, Lansing, MI 48909.
- ☐ You are required to pass the Bachelor's Examination through the ASWB. Once you have submitted all your hours and are determined to be eligible and are ready to take the exam, please notify the Michigan Board of Social Work by e-mail at bpplhelp@michigan.gov.

INFORMATION FOR BACHELOR'S SOCIAL WORK LICENSURE BY ENDORSEMENT

- ☐ Endorsement applicants that have an active license and have been licensed for **more than** 10 years before the date of application for Michigan licensure, it is presumed that the applicant meets the requirements of section 16186 of the code, MCL 333.16186.
- ☐ Endorsement applicants that have an active license and have been licensed **less than** 10 years must submit the Supervisor's Verification of Social Work Experience form verifying that you have been engaged in the practice of social work at the bachelor's level as defined in MCL 333.16186.

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AND

- ☐ Must have passed the ASWB Bachelor's Examination. If your exam was taken in another state, contact the ASWB at www.aswb.org to have them submit official copies of your score reports to this office.
- ☐ Submit documentation verifying that the applicant has completed a minimum of 4,000 hours of supervised work experience, work experience, or both, at the bachelor's level.

ADDITIONAL REQUIREMENTS FOR LICENSURE BY ENDORSEMENT FOR THOSE LICENSED IN A PROVINCE OF CANADA (These are in addition to the requirements stated above that apply to ALL Applicants)

- ☐ Verification of the completion of the educational requirements for a bachelor's social work license in a province of Canada or another state to obtain licensure as a bachelor's social worker in a province of Canada or another state. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909.
- ☐ Verification of Licensure – Verification of licensure must be sent directly to our office by the licensing agency of any state or province of Canada which you hold or ever held a license as a bachelor's social worker. Verification includes, but is not limited to, showing proof that the applicant's license is in good standing and, if applicable, any disciplinary action taken or pending against the applicant. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909.
- ☐ ASWB Examination Scores – Please contact the ASWB to have the Bachelor's exam scores completed to our office.

REQUIREMENTS FOR BACHELOR'S SOCIAL WORKER RELICENSURE

- ☐ Online application can be completed by visiting www.michigan.gov/miplus. Once logged in, select **Licenses**, select "**Modification**" next to your license number and then select "**Relicensure**."
- ☐ Proof of 45 hours of continuing education, completed within 3 years of the date of application is required to be submitted. Including 5 hours in ethics, 2 in human trafficking and 2 hours in pain and/or symptom management.
- ☐ Verification of Licensure – Verification of licensure must be sent directly to our office by the licensing agency of any state or province of Canada which you hold or ever held a license as a bachelor's social worker. Verification includes, but is not limited to, showing proof that the applicant's license is in good standing and, if applicable, any disciplinary action taken or pending against the applicant. Verification can be emailed to bpldata@michigan.gov or mailed to the Bureau of Professional Licensing at PO Box 30670, Lansing, MI 48909.

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Additional Requirements for Relicensure (Lapsed More than 3 years Less than 7 years)

- ☐ Criminal Background Check – Once the application is received, you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check.
- ☐ Supervised work experience: completion of 1,000 hours of supervised work experience under the supervision of a Michigan licensed master's social worker of the same designation as described in subrules (2) and (3) of this rule, if applicable, R 338.2951, and R 338.2953.

Additional Requirements for Relicensure (Lapsed More than 7 years)

- ☐ Criminal Background Check – Once the application is received, you will be emailed an Application Confirmation letter containing instructions to complete the Criminal Background Check.
- ☐ Supervised work experience: completion of 1,000 hours of supervised work experience under the supervision of a Michigan licensed master's social worker of the same designation as described in subrules (2) and (3) of this rule, if applicable, R 338.2951, and R 338.2953.
- ☐ If the license has been lapsed more than 7 years and the applicant is **not** licensed in another state or Canada, passing results of an ASWB exam is required.

RENEWAL REQUIREMENTS CHECKLIST

- ☐ Online Application For Social Worker Renewal – Can be completed by visiting www.michigan.gov/miplus.
- ☐ Renewal Application Fee (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card):

Bachelor's Social Worker – \$81.00
- ☐ Renewal Cycle:

Bachelor's Social Worker – 3 Years
- ☐ Good Moral Character Questions – Documentation will be required if you answer “yes” to either question to show at the current time you have the ability to, and are likely to, serve the public in a fair, honest, and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking license renewal.
- ☐ Disciplinary Question – Documentation will be required if you answer “yes” to having sanctions imposed against you by a similar licensure, registration, certification, or disciplinary board of another state or country you have not previously reported to the department.
- ☐ Human Trafficking – Beginning in 2021, and all renewals thereafter, licensees seeking renewal must have completed training in identifying victims of human trafficking that meets the standards in

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Administrative Rule 338.2929 prior to renewing their license. The training must only be completed one time.

- ☐ Implicit Bias - Beginning in 2022, and all renewals thereafter, licensees seeking renewal must have completed a minimum of 1 hour of implicit bias training for each year of the applicant's license cycle.
- ☐ Accept Renewal Attestation - By accepting the renewal attestation you as the licensee are certifying that you have met all of the following continuing education requirements during the 3-year period immediately preceding the application for renewal:
- ☐ 45 hours of continuing education in courses or programs approved by the board of which include a minimum of 5 hours in ethics, 2 hours in human trafficking and 2 hours in pain and/or symptom management.

HELPFUL RESOURCES AND FORMS

- ☐ By visiting www.michigan.gov/healthlicense and clicking on the Social Work link you can access the following helpful resources and forms:

Resources:

- ☐ Public Health Code
- ☐ Administrative Rules for Social Work

Form(s):

- ☐ Supervisor's Verification of Social Work Experience